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AUTHOR Ogg, Harold C.
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ABSTRACT

This book outlines computing and information science from the perspective of what librarians and educators need to do with computer technology and how it can help them perform their jobs more efficiently. It provides practical explanations and library applications for non-technical users of desktop computers and other library automation tools. Basic computer science concepts are highlighted in boldface type throughout the book. The book contains the following chapters: (1) Fundamental Concepts; (2) Applications Programs and Public Domain Software; (3) Word Processors and Printed Output Data Representation; (4) Spreadsheets; (5) Databases; (6) Operating Systems; (7) Computing Platforms and Graphical User Interfaces; (8) Programming Languages; (9) Desktop Publishing and Optical Character Recognition; (10) Specialty Software; (11) CD-ROMs and CD-ROM Networks; (12) Public Access Computers; (13) Automated Circulation Systems and Public Access Catalogs; (14) Library Systems Analysis; (15) Local Area Networks and Peer-to-Peer Networks; (16) Dial Access Facilities; and (17) Boolean Logic, Structured Query Language, and Data Searches. The two appendices describe a library application of BASIC programming language and a certificate program in computer literacy for librarians. Also includes an index and annotated bibliography with sources listed by chapter. (SWC)

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